



STATE PROCUREMENT OFFICE '11 AUG 11 P3:20  
EMERGENCY PROCUREMENT

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department Of Transportation/ Harbors Division  
Name of Requesting Department

Pursuant to HRS § 103D-307 and Subchapter 10, HAR Chapter 3-122, the Department requests approval for the following:

1. Date or period of Emergency: August 8, 2011	2. After-the-Fact: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Describe in detail the emergency situation that created a threat to life, public health, welfare or safety. Pier 27 light pole fell down (High winds). Need to remove pole and secure. Pole is in a area of traffic and pedestrian activity. Need to remove for the health and safety of tenant's and harbors personnel. The damaged light pole is leaning on a wood poles overhead power cables. Need to remove ASAP.	
4. Vendor/Contractor Name: Siu's Electric Corporation.	5. Amount of Request: \$ 1,256.54
6. Describe in detail the emergency goods, services, or construction and explain why it is necessary. The active light pole needs to be removed and put in a safe area. Contractor needs specialized equipment to remove light pole.	
7. State the reason(s) the vendor/contractor was selected. Explain what competition, as is practicable, was conducted. Siu's electric responded first to my call and gave me a estimate to remove light pole and can start removal this afternoon.	

8. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) appropriate written delegated procurement authority; and 2) completed mandatory training.  
(Type over "example" and delete cells not used.)

Name of Department Personnel	Division/Agency	Phone Number	e-mail address
Jon McKee <i>CHT/A</i>	DOT/Harbors	832-3845	

*All requirements/approvals and internal controls for this expenditure is the responsibility of the department.*

*I certify that the information provided is to the best of my knowledge, true and correct.*

*[Signature]*  
Department Head Signature

*8-8-11*  
Date

**For Chief Procurement Officer Use Only**

9. Chief Procurement Officer (CPO) Comments:

☒ Approved

☐ Disapproved

☐ No Action Required

*[Signature]* *8/17/2011*  
Chief Procurement Officer Signature Date

## - PROPOSAL -

**SIU'S ELECTRIC CORPORATION**

500 Alakawa Street #116A  
HONOLULU, HAWAII 96817  
Phone (808) 842-1944 / Fax (808) 842-1945

Proposal Submitted to <b>DOT HARBORS</b>		Fax <b>(808) 832-3843</b>	Date <b>8/08/2011</b>
Street <b>ATTN: John McKee</b>		Job Name <b>Remove existing damage light pole</b>	
City, State & Zip code <b>E-mail:</b>		Job Location <b>Pier 27</b>	
Date of Bid Plans	Addendums		

We hereby submit specifications and estimates for:

**ELECTRICAL WORK:**

- Remove (1) existing damage light pole leaning on existing wood pole.
- Check for any damage to existing overhead lines and take pictures.
- Set existing damage light pole on the ground as per John McKee instruction.

**TOTAL-----\$1,200.00****Notes:- Price base on regular working hours.**

• Light Fixtures & Lamps.....	NONE	• Transformer Pad / Pole Bases.....	NONE
• Light Fixtures & Lamps (Allow.)..	NONE	• Manhole & Handhole .....	NONE
• Retrofit Existing Light Fixtures.....	NONE	• Excavation, Backfill & Compaction .....	NONE
• Fire Alarm .....	NONE	• Concrete Jacket .....	NONE
• Tel/Data System .....	NONE	• Asphalt & Concrete Sawcut.....	NONE
• Security Alarm System .....	NONE	• Asphalt & Concrete Patching .....	NONE
• Intrusion Alert & CCTV System .....	NONE	• Landscape, Lawn & Grass .....	NONE
• Sound & PA System .....	NONE	• Curb & Sidewalk Repairs .....	NONE
• Nurse Call System.....	NONE	• Concrete Coring & Patching.....	NONE
• Signage Connections.....	NONE	• Cut, Patch & Paint (Wall & Ceiling) .....	NOT INCLUDED
• HVAC Starters.....	NONE	• Temporary Power & Lighting .....	NOT INCLUDED
• HVAC Control Work.....	NONE	• Electrical / Tel / CATV Utility Costs .....	NOT INCLUDED
• VAV Power or Low Voltage.....	NONE	• Permit & Application fees .....	NOT INCLUDED
• Electrical Demolition.....	NONE	• Performance Bond .....	NOT INCLUDED
• Night Work.....	NOT ANTICIPATED	• Engineering & Design Fees.....	SEE NOTE ABOVE

**30 days net. The customer agrees to pay interest at the rate of 1 1/2% per month of any unpaid balance, and further agrees to pay all costs of collection, including reasonable attorney fees, should this bill be placed for collection.**

**We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of :  
ONE THOUSAND TWO HUNDRED AND 00/100 ONLY**

\_\_\_\_\_ dollars ( \$ 1,200.00 ).

Payments to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized

Signature \_\_\_\_\_

**Daniel Siu**

**Note:** This proposal may be withdrawn  
by us if not accepted within \_\_\_\_\_ 30 \_\_\_\_\_ days.

**Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.**

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_

## pCard Requisition Checklist

(to be attached to requisition)

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Is **MasterCard** accepted for use by vendor  
without incurring a service/transaction fee?

Will the purchase be a single transaction  
without **backorders** or **partial payments**?

Are the following items entered on the requisition?

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Phone number** of vendor.

**Fax number** of vendor.

**Contact person** (if applicable).

**Name & telephone number** of requisitioner.

**Recommended Approval** of supervisor.

**Method for receipt of goods or services**  
delivery address, pick-up/will call, et al

**Uniform Accounting Code.**

Are the SPO purchasing procedures being followed?

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Is the requisition amount over **\$25.00** and below **\$2499.99**?

If the requisition amount is over **\$1000**,  
is a **SPO Form 10** attached with the required 3 quotations?

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Are **sufficient funds available** for this purchase?

Vendor Name Siu's Electric Corp.

Requisition Amount \$1,256.54

Requisitioner

  
Sign

Date 08/08/2011

DO NOT FILL IN BELOW THIS LINE

Requisition No \_\_\_\_\_ (to be assigned)





